# *RMD Bulletin*

## *Knowledge is power…*



# DO NOT HOLD CLAIMS
# WHILE MEDI-CAL CERTIFICATION IS PENDING

It has come to the attention of the Department that many providers are unsure about what to do with their claims when Medi-Cal certification is pending due to either establishing a new provider or an existing Medi-Cal certified provider moves to a new address. The Revenue Management (RMD) and Quality Assurance/Certification Divisions worked in collaboration to develop the following procedures for entering services and claims while Medi-Cal certification is pending.

### *Newly Established Provider*

1. Upon notification from CIOB that the provider has been set up in the Integrated System (IS), enter all client, episode, and service data under the new billing provider.
2. Save Medi-Cal claims – do not submit.
3. Upon notification that the provider is certified submit the saved claims in the IS to Medi-Cal retroactive to the first day of the month of certification. Example: Certification effective date is 3/15/2011; claims may be billed to Medi-Cal effective 3/1/2011.

**All newly established providers <u>must</u> notify RMD to begin Medicare provider enrollment.**

### *Address Change of Existing Medi-Cal Certified Provider*

1. Enter all client, episode, and service data in the IS using the existing billing provider number beginning with the date services began at the new location.
2. Using the existing provider's Medi-Cal Provider Identification Number (PIN), submit eligibility checks for those services which are Medi-Cal reimbursable.
3. Save Medi-Cal claims – do not submit.
4. Upon notification that the provider's new location is certified submit the saved claims retroactive to the first day of the month of certification. Example: Certification effective date is 3/15/2011; claims may be billed to Medi-Cal effective 3/1/2011.

**All providers <u>must</u> notify RMD whenever you move in order to update your program's address with Medicare.**

### We're here to help you…

If you have any questions or require further information, please do not hesitate to contact RMD at (213) 480-3444 or RevenueManagement@dmh.lacounty.gov.

**DOES NOT APPLY TO FEE-FOR-SERVICE PROVIDERS**